

State of Idaho

Legislative Services Office

Management Report

A communication to the Joint Finance-Appropriations Committee

IDAHO COMMISSION ON HISPANIC AFFAIRS

FY 2008, 2009, AND 2010

Report IC44110
Date Issued: March 3, 2011

Serving Idaho's Citizen Legislature



Don H. Berg, Manager

Idaho Legislative Services Office
Legislative Audits Division

IDAHO COMMISSION ON HISPANIC AFFAIRS

SUMMARY

PURPOSE OF MANAGEMENT REVIEW

We conducted a management review of the Idaho Commission on Hispanic Affairs covering the fiscal years ended June 30, 2008, 2009, and 2010. Our review covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion, but to provide general assurance on internal controls and to raise the awareness of management and others of any conditions and control weaknesses that may exist and offer recommendations for improvement.

CONCLUSION

We did not identify any significant conditions or weaknesses in the general administrative and accounting controls of the Commission.

FINDINGS AND RECOMMENDATIONS

There are no findings and recommendations in this report or the prior report.

AGENCY RESPONSE

The Commission has reviewed the report and is in general agreement with its contents.

FINANCIAL INFORMATION

The following financial data is for informational purposes only.

IDAHO COMMISSION ON HISPANIC AFFAIRS – FISCAL YEAR 2010

Fund	Fund Name	Beginning Appropriation/ Cash	Receipts/ Transfers	Expenditures/ Transfers	Ending Appropriation/ Cash
0001	General Fund	\$97,000	\$53	\$95,514	\$1,539 *
0348	Federal	16	35,944	35,410	550
0349	Miscellaneous Revenue	6,691	92,359	84,967	14,083
0499	Millenium Fund	0	11,000	11,000	0
		<u>\$103,707</u>	<u>\$139,356</u>	<u>\$226,891</u>	<u>\$16,172</u>

* Remaining General Fund appropriation at fiscal year end was reverted to the State General Fund.

OTHER INFORMATION

We discussed other issues which, if changed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the State of Idaho and the Idaho Commission on Hispanic Affairs and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance given to us by the administrator, Margie Gonzalez, and her staff.

ASSIGNED STAFF

Eugene Sparks, CPA, CGFM, Managing Auditor

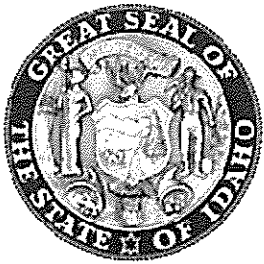
Elizabeth Yturalde, CPA, CGFM, In-Charge Auditor

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AGENCY RESPONSE



State of Idaho

Idaho Commission on Hispanic Affairs

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C.L. "Butch" Otter
Governor

Juan Álvarez
Chairperson

Margie Gonzalez
Executive Director

COMMISSIONERS:

Lori A Manzanares

Estela M. De González

Miguel Inzunza

Ken Cortez

Senator Tim Corder

Senator Nicole LeFavour

Rep. Brent J. Crane

Rep. Brian Cronin

February 22, 2011

Mr. Don Berg, Supervisor
Legislative Services Office
Legislative Audits
P.O Box 83720
Boise, Idaho 83720-0054

Dear Mr. Berg:

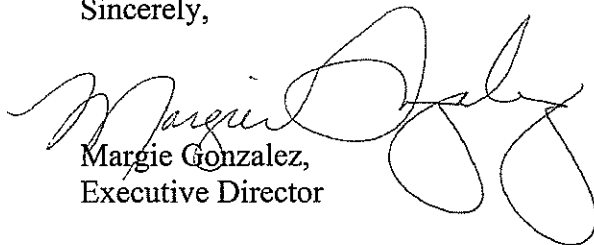
Please consider this our response to your Audit Report for fiscal years FY2008, 2009, and 2010 for the Idaho Commission on Hispanic Affairs.

I want to compliment your office and especially your staff auditor assigned to our agency Ms. Liz Yturralde she was very thorough and conducted the audit in a highly professional manner.

I am very pleased that there were no findings in the audit. I appreciated feedback provided by our auditor in methods we could consider to improve internal control and efficiency.

I extend our appreciation for the opportunity to comply with our audit and the helpfulness of your appointed auditor.

Sincerely,


Margie Gonzalez,
Executive Director

APPENDIX

STATUTORY AUTHORITY

The Idaho Commission on Hispanic Affairs was established July 1, 1987. Authority for the establishment and operation of the Commission is contained in Idaho Code, Title 67, Chapter 72, Sections 1 through 5.

PURPOSE

The purpose of the Commission, as stated in Idaho Code, Title 67, Chapter 72, is:

1. To gather and disseminate information and conduct hearings, conferences, investigations, and special studies on problems and programs concerning Hispanic people.
2. To stimulate public awareness of problems facing Hispanic people through public education.
3. To develop, coordinate, and assist other public and private organizations serving Hispanic people, including facilitating training programs for community leadership.
4. To advise the Governor, legislature, and State departments and agencies of the nature, magnitude, and priorities of problems of Hispanic people.
5. To advise the Governor, Legislature, and State departments and agencies on, and assist in the development and implementation of, comprehensive and coordinated policies, programs, and procedures focusing on special problems and needs of Hispanic people, fields of education, and employment.
6. To propose new programs concerning Hispanic people to public and private agencies and evaluate such agencies' existing programs or prospective legislation concerning Hispanic people.
7. To establish advisory committees on special subjects or projects.
8. To apply for and accept federal funds granted by the U.S. Congress or executive order for all or any of the purposes of this chapter, as well as gifts and donations from individuals, corporations, private organizations or foundations, and to accept volunteer clerical or staff work.
9. To cooperate or contract with individuals and State, local, and other agencies, both public and private, including agencies of the federal government or from other states.
10. To meet and exercise its powers at any place within the State.
11. To make bylaws for its own governance and procedures not inconsistent with the laws of this State.

FUNDING

The Commission is funded by a General Fund appropriation and grants from the Idaho Department of Health and Welfare and the Idaho Department of Education.

General Fund 0001

The Commission uses money from the General Fund appropriation to pay personnel salaries and benefits, as well as general operating expenses.

Federal Grant Fund 0348

This fund is used to account for grant money received from the Idaho Department of Health and Welfare for the Substance Abuse Certification Scholarship Program and the Tobacco Cessation Program.

Miscellaneous Revenue Fund 0349

This fund is used to account for the Commission's cultural program and other activities not funded by the General Fund. The miscellaneous fund is also used to account for grant money received from the Idaho Department of Education for the Safe and Drug Free School Program.

Millennium Fund 0499

This fund is used to account for the grant for tobacco and alcohol use cessation and prevention program focused on Hispanic youth. This grant is funded by the American Lung Association and the Idaho State millennium fund.

ORGANIZATION

Idaho Code authorizes nine members to be appointed to the Commission as follows:

1. Two members appointed by the Senate President Pro Tempore from the members of the Senate.
2. Two members appointed by the Speaker of the House of Representatives from members of the House.
3. Five members of the public appointed by the Governor from the Hispanic community who reside in and represent various geographical areas of the State that contain a significant Hispanic population.

The Board appointed Margie Gonzalez as executive director in March 2004. She is assisted by two staff members.



Idaho Commission on Hispanic Affairs

Organizational Chart

Juan Alvarez
Chair
208 526-3304

Lori A. Manzanares
Vice-Chair
208 364 9920

<i>Miguel Inzunza</i> Commissioner (208) 791-8493	<i>Ken Cortez</i> Commissioner 208 638 0700	<i>Estela M. de González</i> 208 773 0731	<i>Sen. Nicole LeFavour</i> Commissioner 208 724-0468	<i>Sen. Tim Corder</i> Commissioner 208 599 0427	<i>Rep. Anne Pasley-Stuart</i> Commissioner 208 424 0440	<i>Rep. Raúl Labrador</i> Commissioner 208 938 1286
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Margie Gonzalez
Executive Director

Lynmaris Blackmon
Administrative Assistant

Juan Saldaña
Technical Record
Specialist II